

FIRE PROTECTION POLICY BOARD

Meeting Minutes February 23, 2001 General Administration Building Olympia, WA

Board Members Present: Chair I. David Daniels, Pat Jollota, Sharon Colby, T.J. Nedrow, Jim Broman, and Mark Kahley

WSP Staff Present: Chief Robert Leichner, State Fire Marshal Mary Corso, Anjela Foster, Barbara Gagner, Ellen Tombleson, Dick Smith, Roger Woodside, Matt Stone and Ron Bowen

Guests Present: Duane Malo, Bob Barnard

OPENING -

Board Chair Dave Daniels called the meeting to order at approximately 10 a.m. The agenda was approved as amended, postponing the adoption of the Marine Standard. The minutes from the November 15, 2000, meeting were approved as written.

Mark Kahley was introduced as a new member of the Fire Protection Policy Board, representing the Department of Natural Resources.

Chief Leichner advised that on February 5, he was appointed by Governor Gary Locke as Chief of the Washington State Patrol (WSP), to serve on an interim basis during the national search and hiring process of the new WSP Chief. He also advised that applications for the Chief's position will be accepted until March 12. It is anticipated that the screening and interviews will be completed, with names being submitted to the Governor by the first of May. Chief Leichner advised that he is committed to maintaining the direction the WSP is going this time, and will not be making any major changes.

REPORT FROM STATE MARSHAL –

Mary Corso introduced Ms. Sally Hunter, the WSP Budget Manager. Sally provided a financial review of the Fire Training Academy. Sally explained that the FTA operates as an enterprise account, where every dollar spent needs to be recovered through the revenue process of collecting fees for training. Sally also explained the challenge of having to keep the costs down to make the training affordable, and yet the price of fuels, the capitol construction and the maintenance of the facility needs to be reviewed periodically to ensure that the fees being charged cover these costs. Sally advised that the Financial Systems Development Group, another section within the WSP Budget Division, is currently conducting a fee study. It is their intent to perform this study every two years. Sally anticipates that it will take approximately 4-6 weeks to reach the analysis stage of the study, at which time she will bring back more information to the Board.

Jim Broman stated that he sees that there are two issues in the fee study process; revenue matching expenditures and are the fees paying for costs. Jim then questioned when were the last time the fees were changed. Sally advised that it was in 1997.

Sharon Colby questioned if there were any other source of revenue for the FTA, other then the fees. Sally advised that the FTA does receive a very small subsidy from the State Toxic account, in the amount of \$430,000, per biennium.

Firefighter I Program –

Mary advised that as part of the Firefighter I Basic Program, a State Fire Training Coordinator has been hired. Mr. George Quick will begin with the Bureau on April 2. Prior to accepting the job with the Bureau, George was the Fire Training Coordinator at the University of Nevada.

Mary also advised that there is a joint project underway between the Shelton Academy and the North Bend Academy develop a Training Records Management System. This process is currently in the Request for Proposal stage, through the Department of General Administration. It is estimated that the final decision will be made in May, with installation beginning by July 1.

Mary provided an overview of the contracted capitol construction projects, made available to the regions, through the Basic Firefighter I Program. Dr. Bob Barnard will be collecting data to compose a fire department profile, indicating the percentage of combination, career and volunteer staff in the program.

Jim Broman advised that he would like to see more detail on the total Firefighter I budget, including how much goes to staff, reporting, support activities, in addition to what goes out to the field. Mary advised that the information requested will be brought forward at the next meeting in June.

Fire Training Academy

Dick Smith advised that safety policies and procedures are now being written into curriculum. Curriculum objectives and lesson plans. The objective was to strengthen the curriculum objectives with intertwined safety policies and procedures. Additionally, the following have also been developed:

- Health and Safety Policy
- Accident Prevention Program
- Respiratory Protection Program
- Safety Committee
- Accident Investigation Program

An Ad-Hoc committee has been called together to review the FTA's policies, procedures, curriculum and objectives and to provide input, suggestions, and changes to verify that the FTA

is on the right track. This committee includes firefighters, marine firefighters, confined space, private industry, airport firefighters and former members of the FPPB. Bob Barnard advised that the language in the policies and procedures follows the Department of Labor and Industries expectations in following an Accident Prevention Program.

Jim Broman inquired if there is a sense in where we are in terms of percent compliance with L & I, specifically in terms of requirements to have policies and procedures in place. Dick stated that although he is very confident in the policies and procedures, the proof will be in the application of the policies and procedures. Jim further questioned if a section on ethics would be incorporated in the training for firefighters. Mary advised that Barb Gagner would ensure that a section on ethics is also built into Instructor I & II.

T.J. Nedrow questioned if there is an L & I requirement that the policies and procedures be reviewed in any certain time frame, or at least reviewed internally. Bob Barnard advised that there was no L & I requirement for this. Mary tasked Dick to establish a review protocol for policies and procedures, and to ensure that safety policies are included in the Instructor training.

Mary passed on an invitation to the Fire Protection Policy Board members to attend the Bureau's Strategic Advancement Forum presentation on March 9, at 8:00 a.m., in the General Administration Building Auditorium. She also advised that as a communication tool, she has asked all of her Division Managers to provide information for the upcoming week on any critical issues or significant activities. This information is used to prepare a "Weekly Target Report" that is sent out every Friday afternoon. Mary asked Ellen to ensure that the Fire Protection Policy Board members are added to the distribution list for the Weekly Target Report.

Pipeline Safety

Roger Woodside distributed a draft copy of the Pipeline Safety Report, which was prepared by Hanson Engineering, the firm contracted to develop the surveys, and prepare a report detailing the preparedness of the fire service and first responder community to respond to a pipeline incident. It is anticipated the final report will be completed and distributed by the middle of May.

Regional Contracts

Ed Borgatti advised that the annual Regional Contract Workshop will be held March 29. The same funding level will be available, as was over the last few years. Items that will be discussed include:

- Administrative matters relating to invoice vouchers and other paperwork
- Success and challenges within the regions
- Development of timeline for contract submittals
- Council Breakouts

Dave Daniels inquired if there were a report available detailing how the councils expended their money last year, and what the benefit was. After discussion, the question was raised are the grants advancing strategic planning and moving the fire service forward?

Ed will distribute a copy of the final reports from the last contract period to the FPPB. These reports detail how each regional council expended their funds, and whether they met their objectives.

Legislation

Mary provided an overview of the legislative pieces that were brought forward this year. The first was making the State Fire Marshal an ex-officio member of the State Building Code Council. Mary advised that this did pass out of the Senate recently. The second was a carry forward for the Boarding Home Sprinkler funding. The proposal is for those facilities who take 75% state clients that they get 100% funding. Mary also advised that there was a fireworks bill (SB 6080) introduced by industry. Jim Potts also provided an overview of E911 bills

Technology Opportunity Grant

Mary gave an overview of the Technology Opportunity Grant that the Bureau is applying for to assist their efforts in NFIRS. The grant application asks for \$600,000 out of the 42.5 million that is available, and includes the purchase of 100 computers and three years of Internet access for approximately 200 fire departments. Anjela Foster routed a letter of support for the Fire Protection Policy Board members to sign; identifying the associations they represent which will be included in the grant application packet.

Policy Board Annual Report

Mary advised that a FPPB annual report has not been produced for the past two years. Mary requested that each FPPB member submit a half a page of dialogue regarding the role of their organization, their involvement with the FPPB, and any accomplishments or issues that they would like brought forward in the Fire Protection Policy Board's Annual Report. Ellen Tombleson will be sending an email requesting this information to the Policy Board members.

STATE FIRE DEFENSE COMMITTEE

Lieutenant Steve Kalmbach reviewed the written report (attached) provided by Chair Jim Graue. Steve advised that his staff is currently involved in many activities and committees in preparation of the upcoming fire season. A copy of the newly formed Incident Management Teams will be forwarded to the FPPB, once it has been completed. Steve also advised that they be looking at Overhead Teams, to ensure that there are qualified people, who are trained to participate on these teams when an opening occurs. The need for a standardized system for training was discussed, focusing on all-risk incidents.

On behalf of the Washington State Association of Firefighters, TJ Nedrow asked if there had been any progress regarding the portal to portal pay for volunteers. Mary advised that the Fire Protection Policy Board went on record as approving the amendment request to the State Mobilization Plan and sent it forward to the Military Department, where it was denied. She further advised that if this is something they truly believe in, it would most likely need legislative action.

MOTION:

To approve amendment request to the State Fire Service Resource Mobilization Plan regarding the Reimbursement of Costs - Fire Agency Costs Personnel: Regular Paid Fire

Agency Employees (copy of amendment attached)

Motion Seconded. Motion carries, unanimous.

MOTION:

To approve amendment request to the State Fire Service Resource Mobilization regarding Support and Command of Mobilized Resources Employees (copy of amendment attached).

Motion Seconded. Motion carries, unanimous.

OLD BUSINESS

TJ Nedrow advised that there is a meeting directly after the FPPB meeting of the Fire Service Caucus group. TJ advised that this year instead of holding a legislative caucus dinner, they held a legislative breakfast, which was attended by Mary Margaret Haugen. The group will meet this afternoon to discuss what direction the group will take in the future.

NEW BUSINESS

MOTION:

Does the Board wish to adopt the Currency TAG's recommendation:

"The establishment of currency and submission of documentation of currency and/or rosters establishing currency to the Washington State Fire Marshal's office for recognition in the state record keeping system should be voluntary."

Motion Seconded. Motion carries, one dissenting vote

MOTION:

Does the Board wish to adopt the Fire Investigation TAG's currency recommendation?

Currency – 5 year Certificate:

- Current IAAI or NAFI, and Washington State Fire Investigator IFSAC certification; and
- Documentation of meeting current applicable NFPA standards

OR

- Washington State Fire Investigator IFSAC certification; and
- Active as a fire investigator; and
- Documentation of 80 hours continuing education in current applicable NFPA standards the last 5 years, which includes current NFPA 921; and
- Recommendation of the agency having jurisdiction or employing company

Motion Seconded. Motion carries, unanimous.

Information Item –

Barbara Gagner reviewed the Information Item regarding Incident Safety Definition (copy attached) and asked the Board what direction they wish to take. Jim Broman advised that he would like a message sent to NFPA requesting that they could, in their cycle, look at JPRs for an Incident Safety Officer, or at least make it a component on Health and Safety Officer. Dave Daniels advised that the National Fire Service Incident Management Consortium has written a letter to NFPA requesting them to look into establishing professional qualifications for all incident management positions. Dave also advised that this issue will be discussed at the May meeting of NFPA in Anaheim. He suggested that a letter be written indicating interest in establishing professional qualifications for an Incident Safety Officer, and to support the Consortium's concerns of establishing professional qualifications for all Incident Management positions.

MOTION:

It was moved and seconded to draft a letter to the NFPA Standards Council, on behalf of the Fire Protection Policy Board, specifically outlining what we would like them to do regarding Professional Qualification Standards development for ICS.

Motion carries. Unanimous.

Mary tasked Barbara to draft the letter to the NFPA Standards Council, and suggested the letter be routed to each Board member to sign, showing the association they represent.

2001 Meeting Schedule

June 27 – 3:30

WestCoast Grand Hotel
Spokane, WA

(Held in conjunction with the WA. State Association of Fire Chief's annual meeting)

September 5 – Time to be determined

Wenatchee WestCoast Hotel
Wenatchee, WA

(Held in conjunction with the WSP/WSAFC/FPB Leadership Symposium)

November 9 – Time to be determined

WSP Conference Room
Olympia, WA

Board Member Term Expirations

Current terms, which will expire in April, include Dave Daniels, TJ Nedrow and Sharon Colby. Mary asked each member to advise their association of their term expirations, so they can write letters to the Governor's Office requesting a term re-appointment of their current representative, or provide the name of another representative.

Jim Potts advised that he has received a letter from the Governor's Office re-appointing him to another term, which will expire in 2003.

Election of Officers

MOTION:

It was moved and seconded to elect Sharon Colby as Chair.
Motion carries. Unanimous.

MOTION:

It was moved and seconded to elect Jim Potts as Vice-Chair.
Motion carries. Unanimous.

Jim Broman advised that he will be participating in the selection process for the new Chief of the WSP. He requested that if anyone had any questions, issues or areas of interest, they would like to see represented in the process, that they e-mail them to him.

Washington State Fire Service Leadership Forum Representatives

Sharon Colby , Jim Broman and Jim Potts will represent the Policy Board on the Leadership Forum. Pam Sullivan will serve as an alternate

NEXT MEETING:

June 27 – 3:30

WestCoast Grand Hotel

Spokane, WA

(Held in conjunction with the WA. State Association of Fire Chief's annual meeting)

Sharon Colby, Fire Protection Policy Board Chair

